

CARES Processing Instructions for Multiple Authorized Representatives.

1. Complete the client's mailing address where s/he will live in the community on ACCH.
2. To send copies of notices/correspondences to the Social Worker:
On screen ACDP enter "AR" for the "Payee Type" field, along with data for the Authorized Representative (social worker's name and address). Also enter "N" for "MA Payee" field and "Y" for "Copies of Notices to be Sent" field and press enter.
3. To send copies of the notices/correspondence and the MA card to the Parole Officer:
Go back to screen ACDP and press pf16. This will bring up a clean screen. Enter "AR" for the "Payee Type" field, along with data for the Authorized Representative (Parole Officer's name and address). Also enter "Y" for "MA Payee" field and "Y" for "Copies of Notice to be Sent" field and press enter. Then go to ACCH and enter the Parole officer's name on the address line 2 and press enter. The Parole officer's name will interface with MMIS address line 2, for EDS to freely release information to the Parole officer when necessary.

ACDP	DESIGNATED PAYEE	05/27/04 13:25
CASE: 0700306706	WORKER: XCTA99	XCTA99 P HER
LAST UPDATED:	CASE STATUS: OPEN	CASE MODE: ONGOING
DC: __ SEQ NUM: __ PAYEE TYPE: __		
PAYEE NAME: _____ ID VR: __ LANGUAGE:		
AFDC/W-2 PAYEE? (Y/N): __ FS PAYEE? (Y/N): __ MA PAYEE? (Y/N): __		
EBT FORM SIGNED? (Y/N): __		
ADDRESS SAME AS PRIMARY PERSON? (Y/N): __		
NUMBER UNIT DIR ST/RURAL RT/BOX# SFX QUAD APT		
PAYEE ADDRESS: _____		
CITY: _____ STATE: __ ZIP: _____ FINAL ADDR VR:		
PHONE: _____		
E-MAIL: _____		
PROTECTIVE PAYMENT REASON: __ COPY OF NOTICES TO BE SENT? (Y/N): __		
DATE OF NEXT REVIEW OF PROTECTIVE PAYMENT STATUS: __ __ __		
NEXT TRAN: _____ PARMS: 0700306706 _____		